

# RECYCLING CHECKLIST

## Recycling Checklist for Multi-Family Properties

If your recycling program is already in place, use this checklist to monitor and evaluate it.

If you are setting up a new program, use this checklist to get started.

For more information on each element of your program, refer to the corresponding section of this handbook.



# 1

## SECTION ONE

### Know Your Waste and Recyclables

- ♻️ Perform a waste assessment.
- ♻️ Know your peak waste generation periods.
- ♻️ Talk to your waste collector.
- ♻️ Prevent waste.



# 2

## SECTION TWO

### Develop a Convenient Collection System

- ♻️ Develop a recommended system for storing recyclables at home.
- ♻️ Determine type of central storage system: interior (including trash chutes) or exterior.
- ♻️ Locate central collection areas for recyclables.
- ♻️ Determine number, type, and capacity of recycling collection containers.
- ♻️ Determine staff requirements.
- ♻️ Make sure you have visible signage and labels.
- ♻️ Prevent contamination.

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# RECYCLING CHECKLIST *(continued)*



## 3

### SECTION THREE

#### Contract for Collection and Marketing Your Recyclables

- ♻️ Negotiate a collection contract with a service provider or
- ♻️ Self-haul to the County Recycling Center.



## 4

### SECTION FOUR

#### Know Your Residents and Promote Your Program

- ♻️ Understand your residents' needs and recycling requirements.
- ♻️ Conduct a resident survey.
- ♻️ Develop recycling messages and plan to send reminders at least twice a year.
- ♻️ Note if you have a high concentration of people who speak different languages.
- ♻️ Line up top management support.
- ♻️ Line up staff support.
- ♻️ Line up volunteer support.
- ♻️ Use County resources.

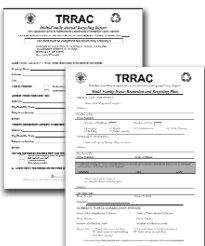


## 5

### SECTION FIVE

#### Evaluate Your Program

- ♻️ Monitor participation and contamination.
- ♻️ Calculate your waste diversion rate.
- ♻️ Consult with County staff.



## 6

### SECTION SIX

#### Meet County Reporting Requirements

- ♻️ Submit your Multi-Family Property Annual Recycling Report on or before February 1st.
- ♻️ File your Multi-Family Dwelling Waste Reduction and Recycling Plan with your collector information and contract.